

City of Chattanooga, TN
Personnel Class Specification

Class code 0565

FLSA: Non-Exempt

CLASSIFICATION TITLE: CODE ENFORCEMENT INSPECTOR

PURPOSE OF CLASSIFICATION

The purpose of this classification is to perform specialized work functions associated with enforcing city codes and ordinances pertaining to housing, litter, overgrowth, abandoned vehicles, and dump sites.

ESSENTIAL FUNCTIONS

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Performs inspections of houses and property for conformance with applicable codes pertaining to housing, litter, overgrowth, abandoned vehicles, dump sites, and community problems.

Interprets and enforces the provisions of applicable city codes, laws, rules, regulations, standards, policies and procedures; initiates any actions necessary to correct deviations or violations.

Responds to complaints and questions related to code enforcement issues; researches problems and initiates problem resolution; discusses problem areas with property owners, landlords, and contractors.

Provides information and technical assistance concerning codes and Fair Housing standards.

Enforces city codes relating to minimum housing standards; performs interior/exterior housing inspections; measures dwelling and property dimensions; checks electrical currents, air flow, and lighting; determines whether structures require rehabilitation, demolition, or condemnation; assists displaced individuals with housing and basic needs.

Enforces abandoned/junk vehicle ordinances; investigates/tags vehicles abandoned on streets; observes/monitors cars in junk condition in yards; researches vehicle ownership; coordinates towing of abandoned/junk vehicles as appropriate.

Enforces litter and overgrowth ordinances; investigates overgrown and littered lots for vermin infestation, garbage/trash, or other health hazards.

Enforces illegal dumping ordinances; investigates illegal dumping and dump sites; inspects debris to determine source; investigates garbage/trash placed outside for pickup; responds to reports of possible hazardous material dumping.

Processes cases involving Fair Housing laws; mediates disputes between tenants and landlords; investigates housing discrimination cases.

Performs FHA and VA inspections.

Performs legal/title searches to determine property ownership and any lienholders.

Notifies property owners of code violations; prepares compliance schedules; conducts re-inspections and follow-up activities to verify compliance.

Issues citations for code violations as appropriate; notifies appropriate agencies of violations.

Gathers information and evidence for prosecution of violators; interviews citizens and suspects; prepares and presents cases to Better Housing Commission, environmental court, or city court; testifies in court as needed.

Issues and serves warrants.

Assists in writing and revising city ordinances.

Maintains records of inspection activities; makes photographic records of violations.

Prepares or completes various forms, reports, correspondence, logs, inspection reports, notices, formal warnings, citations, affidavits, court disposition forms, referrals, or other documents.

Receives various forms, reports, correspondence, inspection reports, police/fire reports, newspapers, asbestos surveys, photographs, maps, rehabilitation/construction plans, property records, legal documents, manuals, codes, ordinances, directories, reference materials, or other documentation; reviews, completes, processes, forwards or retains as appropriate.

Operates a computer to enter, retrieve, review or modify data; verifies accuracy of entered data and makes corrections as appropriate; utilizes word processing, database, e-mail, or other software programs.

Utilizes precautionary safety equipment and monitors work environment to ensure safety of employees and other individuals.

Communicates via telephone and/or two-way radio; provides information; takes and relays messages; responds to requests for service or assistance.

Communicates with supervisor, employees, other departments, city council members, board members, attorneys, contractors, property owners, landlords, outside agencies, community groups, the public, and other individuals as needed to

coordinate work activities, review status of work, exchange information, or resolve problems.

Provides education and information to the community; gives speeches and presentations; prepares/distributes educational materials.

Attends meetings and hearings.

Assists with training of new inspectors.

Maintains a comprehensive, current knowledge and awareness of applicable laws/regulations; maintains an awareness of new trends and advances in the profession; reads professional literature; maintains professional affiliations; attends workshops and training sessions as appropriate.

ADDITIONAL FUNCTIONS

Operates a motor vehicle to conduct work activities.

Checks property zoning and zoning changes; checks alley and street closings.

Provides assistance or backup coverage to other employees or departments as needed.

Performs other related duties as required.

MINIMUM QUALIFICATIONS

High school diploma or GED; supplemented by vocational/technical training in general building trades; supplemented by one (1) to two (2) years previous experience and/or training involving building construction or code enforcement; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job. Must possess a Special Police Commission to issue citations. Must possess and maintain a valid Tennessee Driver's License.

PERFORMANCE APTITUDES

Data Utilization: Requires the ability to review, classify, categorize, prioritize, and/or analyze data. Includes exercising discretion in determining data classification, and in referencing such analysis to established standards for the purpose of recognizing actual or probable interactive effects and relationships.

Human Interaction: Requires the ability to provide guidance, assistance, and/or interpretation to others regarding the application of procedures and standards to specific situations.

Equipment, Machinery, Tools, and Materials Utilization: Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.

Verbal Aptitude: Requires the ability to utilize a wide variety of reference, descriptive, and/or advisory data and information.

Mathematical Aptitude: Requires the ability to perform addition, subtraction, multiplication and division; ability to calculate decimals and percentages; may include ability to perform mathematical operations with fractions; may include ability to compute discount, interest, profit and loss, ratio and proportion; may include ability to calculate surface areas, volumes, weights, and measures.

Functional Reasoning: Requires the ability to apply principles of rational systems; to interpret instructions furnished in written, oral, diagrammatic, or schedule form; and to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.

Situational Reasoning: Requires the ability to exercise judgment, decisiveness and creativity in situations involving the evaluation of information against sensory, judgmental, or subjective criteria, as opposed to that which is clearly measurable or verifiable.

ADA COMPLIANCE

Physical Ability: Tasks require the ability to exert very moderate physical effort in light work, typically involving some combination of stooping, kneeling, crouching and crawling, and which may involve some lifting, carrying, pushing and/or pulling of objects and materials of moderate weight (12-20 pounds).

Sensory Requirements: Some tasks require the ability to perceive and discriminate colors or shades of colors, sounds, odor, depth, texture, and visual cues or signals. Some tasks require the ability to communicate orally.

Environmental Factors: Performance of essential functions may require exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

Chattanooga, Tennessee, is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the City will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.